

Workers' Compensation Benefits Analyst

Non-Classified Classification

Idaho Industrial Commission

Open for Recruitment: September 11, 2015 - September 21, 2015

Announcement # NONCLS068895

Salary Range: Approximately \$44,000 Annually DOE [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

RESPONSIBILITIES INCLUDE: The Benefits Analysts are responsible for auditing and analyzing workers' compensation claims and settlements to ensure that workers' compensation benefits are paid in accordance with the Idaho Workers' Compensation Law; assist parties with dispute resolution; conduct individual claim and on-site audits at Claims Administrator locations; provide training to constituents groups throughout the state; and provide technical assistance internally and to parties who are involved in workers' compensation claims or who have claim related questions.

MINIMUM QUALIFICATIONS:

- Experience interpreting, explaining, and applying laws, regulations, and complex policies;
- Knowledge of insurance, legal, and medical terminology relating to workers' compensation or other medical claims;
 - Good computer skills (experience with MS Word, Excel, and Outlook preferred);
- Strong verbal and written communications skills including experience conducting group presentations;
 - Experience in dispute resolution and problem-solving (mediation experience a plus);
- Experience in positions that require accuracy, attention to detail, and good time management skills;
- Four-year college degree preferred; Experience analyzing information and researching a variety of sources to identify and resolve problems or issues preferred; and
- Knowledge of the Idaho Workers' Compensation Laws preferred (certification as an Idaho Workers' Compensation Specialist a plus).

For this position, extra consideration will be awarded if the following can be demonstrated:

- Veteran Status
- Mediation/negotiation experience

APPLICATION AND EXAMINATION: Mail or deliver a cover letter and a resumé outlining experience and education to:

Ms. Dani Spurny, Human Resources
Idaho Industrial Commission
700 S. Clearwater Lane
Boise, Idaho 83712

Application materials (resumé and cover letter) must be postmarked or delivered no later than **Monday, September 21, 2015**. These materials will be reviewed to select the most highly qualified candidates to participate in the interview process.

To request any needed accommodation to participate in the application and/or interview process, please call (208) 332-7555 or TDD 1-800-950-2110.